Republic of the Philippines CIVIL AVIATION AUTHORITY OF THE PHILIPPINES Request for Publication of Vacant Positions

To: CIVIL SERVICE COMMISSION (CSC)

We hereby request the publication of the following vacant positions, which are authorized to be filled, at the CIVIL AVIATION AUTHORITY OF THE PHILIPPINES in the CSC website:

Division Chief III, Human Resource Management Division January 23, 2025

Date:

			Salary/				Qualification Standards			
No.	Position Title (Parenthetical Title, if applicable)	Plantilla Item No.	Job/ Pay Grade	Monthly Salary	Education	Training	Experience	Eligibility	Competency (if applicable)	Place of Assignment
1	Internal Auditor IV	0010	12.1	81588	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Internal Audit Service / Operations Audit Division
2	Internal Auditor I	0014	8.1	29049	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Internal Audit Service / Operations Audit Division
3	Executive Assistant I	0036	9.2	36464	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Office of the Director General
4	Aviation Training Officer IV	0051	12.3	96536	Bachelor's degree	80 hours of training in management and supervision AND Basic ATC/ACOM or CATS/ANSS/FSIS/ADMS	8 years of relevant experience in civil aviation, 3 years of which involves management and supervision AND 1 year of which in Civil Aviation Training Center	Career Service (Professional) OR Any appropriate Eligibility for Second Level positions	N/A	Civil Aviation Training Center



5	Information Officer III	0078	11.1	48830	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Communications Staff
6	Supervising Aviation Services Safety Inspector	0108	13	104819	Bachelor's degree	40 hours supervisory or managerial training AND Certificate IN ANY of the following: • Basic Air Traffic Control Course • Basic Air Traffic Service Course • Basic Airways Communicators Course • Comprehensive Air Traffic Service Course • Basic AIS Course • Basic AIS Course • Airways Operations Specialist Course	1 year functionally related supervisory experience and at least 5 years functionally related or relevant experience as • ATC or • ACOM or • ATMO or • In AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or RA 1080 or ATC License or ASO License	N/A	Aerodrome and Air Navigation Safety Oversight Office / Air Traffic Safety Inspection Division
7	Supervising Aviation Services Safety Inspector	3548	13	104819		Certificate IN ANY of the following: • Air Navigation Systems Specialist Training Course • Basic Airways Technician Training Course	1 year functionally related supervisory experience and at least 5 years functionally related or relevant experience as • ANSS or • CNSSO or • Airways Technician or • In AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or RA 1080 or ATC License or ASO License or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Air Navigation Safety Inspection Division

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8	Aviation Services Safety Inspector II	3553	12.3	96536	Bachelor's degree	following: Air Navigation Systems Specialist Training Course Basic Airways Technician Training Course Airways Technician Training	4 years functionally related or relevant experience as • ANSS or • CNSSO or • Airways Technician or • In AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or RA 1080 or ATC License or ASO License or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Air Navigation Safety Inspection Division
9	Aviation Services Safety Inspector I	3555, 3556	12.2	87568		Certificate IN ANY of the following: • Air Navigation Systems Specialist Training Course • Basic Airways Technician Training Course • Airways Technician Training • Basic Communication Navigation Surveillance Systems Officers Training Course	3 years functionally related or relevant experience as • ANSS or • CNSSO or • Airways Technician or • In AANSOO as Acting Inspector or Acting Assistant Inspector	Career Service Professional or RA 1080 or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Air Navigation Safety Inspection Division

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10	Aviation Services Safety Inspector II	3563, 3564, 3565	12.3	96536	Bachelor's degree	Safety Management System (SMS) Runway Safety Program (RSP) Leadership Training Airport Engineering or		Career Service Professional or RA 1080 or ATC License or ASO License or Airways Technician Eligibility	N/A	Aerodrome and Air Navigation Safety Oversight Office / Aerodrome Registration, Certification and Inspection Division
1	Supervising Aircraft Maintenance Safety Inspector	0126	12.3	96536	Bachelor's degree in Engineering (Electronics and Communications/ Electrical/ Mechanical/ Computer/ Aeronautics/ Aircraft Maintenance Engineering and other relevant engineering courses)	80 hours of training in management and supervision AND Completion of all of the following courses: • Equipment Qualification Course • Commercial Pilot Course • Procedures for Air Navigation Services - Operations (PANS-OPS) Course/Flight Inspection Training AND Completion of any two of the following courses: • Instrument Landing System (ILS) • VHF Omni-directional Range/ Dopler VHF Omni-directional Range (VOR/DVOR) • Distance Measurement Equipment (DME) • Radar	8 years experience in flight inspection of CNS systems, 3 years of which involves supervision in flight inspection operations AND 1 year experience as Commercial Pilot or Flight Operations Officer	Career Service (Professional) OR Any appropriate eligibility for second level position	N/A	Flight Inspection and Calibration Group

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12	Senior Flight Inspection Pilot	0127	12.3	96536	Bachelor's degree	Completion of all of the following courses: • Equipment Qualification Course • Commercial Pilot Course • Procedures for Air Navigation Services - Operations (PANS-OPS) Course/Flight Inspection Training	6 years relevant experience, 2 years of which involves flight inspection of CNS systems AND 1000 hours of flight experience in the operation of both single and multi-engine aircraft, 500 hours of which must have been Pilot-In-Command	Instrument Rating	N/A	Flight Inspection and Calibration Group
13	Senior CNS Flight Inspector	0129	12.2	87568		Course AND Completion of any two of the		Career Service (Professional) OR Any appropriate eligibility for second level position	N/A	Flight Inspection and Calibration Group
14	Attorney IV	0135	12.2	87568	Bachelor of Laws	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Enforcement and Legal Service

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15	Attorney III	0139	11.4	75411	Bachelor of Laws	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Enforcement and Legal Service
16	Administrative Assistant I	0143	5.4	20114	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Enforcement and Legal Service
17	Intelligence Officer III	0151	11.1	48830	Bachelor's degree	8 hours of relevant training	2 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	CAAP Security and Intelligence Service / Intelligence Division
18	Intelligence Officer II	0152	10.1	39456	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	CAAP Security and Intelligence Service / Intelligence Division
19	Intelligence Agent I	0156, 0170	6	20762	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	CAAP Security and Intelligence Service / Intelligence Division
20	Industrial Security Guard B	0273	5.2	18225	High School Graduate	None required	None required	Security Guard License (MC 11, s Cat. II)	N/A	CAAP Security and Intelligence Service / Civil Security Division

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21	Corporate Planning Analyst A	0340	9.1	33719	Bachelor's degree relevant to the job	None required		Career Service (Professional) Second Level Eligibility		Corporate Planning Office / Strategic Planning Division
22	Senior Asset Management Officer	0352	11.1	49920	,, p,	8 hours of relevant office/field work-related training	2 years relevant office and/or field experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Asset Management Division
23	Division Chief III	0357	12.3	96536	Master's degree OR Certificate in Leadership and Management from the CSC	40 hours of supervisory/management training/learning and development intervention	4 years of supervisory/management experience	Career Service (Professional) Second Level Eligibility		Corporate Planning Office / Management Information System Division
24	Systems Design Officer A	0362	11.2	57690	Bachelor's degree relevant to the job, preferably in IT, management information systems, computer science, business, management, social sciences or allied courses		2 years of relevant office and/or field experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Management Information System Division
25	Supervising Data Analyst	0363	10.3	45127	Bachelor's degree relevant to the job, preferably in IT, management information systems, computer science, business, management, social sciences or allied courses		1 year of relevant office and/or field experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Management Information System Division

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26	Senior Systems Analyst	0364	10.2		Bachelor's degree relevant to the job, preferably in IT, management information systems, computer science, business, management, social sciences or allied courses		1 year of relevant office and/or field experience	Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Management Information System Division
27	Data Analyst	0369, 0370	10.1		Bachelor's degree relevant to the job, preferably in IT, management information systems, computer science, business, management, social sciences or allied courses	24 hours of relevant training	1 year of relevant office and/or field experience	Career Service (Professional) Second Level Eligibility		Corporate Planning Office / Management Information System Division
28	Computer Programmer II	0372	10.1	39456	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Corporate Planning Office / Management Information System Division
29	Systems Analyst	0373, 0374	9.2	36464	Bachelor's degree relevant to the job	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility		Corporate Planning Office / Management Information System Division

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30	Systems Researcher	0375	8.2	31380	Bachelor's degree relevant to the job, preferably in IT, management information systems, computer science, business, management, social sciences or allied courses	None required		Career Service (Professional) Second Level Eligibility	N/A	Corporate Planning Office / Management Information System Division
31	Secretary II	0380	7.1		Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative and Finance Service
32	Records Officer II	0425	9.2	36464	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Central Records and Archives Division
33	Records Assistant	0428	6	20762	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Central Records and Archives Division
34	Human Resource Management Officer II	0459	10.1	39456	Bachelor's degree	4 hours of relevant training	1 year of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Administrative Department / Human Resource Management Division

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35	Human Resource Management Assistant I	0466, 0467	6		Completion of two years studies in college	4 hours of relevant training		Career Service (Subprofessional) First Level Eligibility		Administrative and Finance Service / Administrative Department / Human Resource Management Division
36	Accountant III	0474	11.2	57690	Bachelor's degree in Commerce/ Business Administration major in Accounting	8 hours of relevant training	2 years of relevant experience	RA 1080	N/A	Administrative and Finance Service / Finance Department / Accounting Division
37	Accountant I	0479, 0480, 0481, 0482	8.2	31380	Bachelor's degree in Commerce/ Business Administration major in Accounting	None required	None required	RA 1080	N/A	Administrative and Finance Service / Finance Department / Accounting Division
38	Bookkeeper II	0487	7.1	22688	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Administrative and Finance Service / Finance Department / Accounting Division
39	Budget Officer IV	0502	12.1	81588	Bachelor's degree relevant to the job	16 hours of relevant training	3 years of relevant experience	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Finance Department / Budget Division
40	Budget Officer I	0514	8.1	29049	Bachelor's degree relevant to the job	None required	None required	Career Service (Professional) Second Level Eligibility	N/A	Administrative and Finance Service / Finance Department / Budget Division

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41	Supervising Aviation Safety Analyst	0531	12.3	96536	Bachelor's degree	40 hours of supervisory training	1 year functionally related supervisory experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Aviation Safety Analysis Division
42	Aviation Safety Analyst II	0534	11.3	66551	Bachelor's degree	40 hours of relevant training	2 years functionally related experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Aviation Safety Analysis Division
43	Supervising Civil Aviation Regulations Officer	0538	12.3	96536	Bachelor's degree	40 hours of supervisory training	1 year functionally related supervisory experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Regulatory Standards Department / Aviation Records Management Division
44	Pilot Examiner I	0558	12.1	81588	Bachelor's degree	40 hours of relevant training	1 year relevant experience, Minimum 2,500 flying hours as Pilot-In-Command	Commercial Pilot License (MC No.11 s,1996 - Cat. IV)	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department / Training Organization Certification and Inspection Division
45	Pilot Examiner II	0569, 0570	12.2	87568	Bachelor's degree	80 hours of relevant training	2 years relevant experience, Minimum 2,500 flying hours as Pilot-In-Command	Commercial Pilot License (MC No.11 s,1996 - Cat. IV)	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department / Proficiency Check and Skills Test Division
46	Pilot Examiner I	0571, 0572, 0574	12.1	81588	Bachelor's degree	40 hours of relevant training	1 year relevant experience, Minimum 2,500 flying hours as Pilot-In-Command	Commercial Pilot License (MC No.11 s,1996 - Cat. IV)	N/A	Flight Standards Inspectorate Service / Licensing and Certification Department / Proficiency Check and Skills Test Division

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47	Air Traffic Controller Examiner I	0584	11.4	75411	Bachelor's degree	40 hours of relevant training	1 year relevant experience	Air Traffic Controller's License / Aeronautical Station Operator License		Flight Standards Inspectorate Service / Licensing and Certification Department / Proficiency Check and Skills Test Division
48	Aircraft Engineering Safety Inspector I	0619	11.4		Bachelor's degree in Engineering relevant to the job	40 hours of relevant training	2 years functionally related experience	Relevant RA 1080	N/A	Flight Standards Inspectorate Service / Airworthiness Department / Engineering and Aircraft Registration Division
49	Supervising Flight Operations Safety Inspector	0662	12.3	96536	Bachelor's degree	40 hours of supervisory training	1 year functionally related supervisory experience	Airline Transport Pilot License (MC No.11 s,1996 - Cat. IV)	N/A	Flight Standards Inspectorate Service / Flight Operations Department / General Aviation Operations Certification and Inspection Division
50	Flight Operations Safety Inspector II	0663, 0664	12.2	87568	Bachelor's degree	120 hours of relevant training	2 years functionally related experience	Airline Transport Pilot License (MC No.11 s,1996 - Cat. IV)	N/A	Flight Standards Inspectorate Service / Flight Operations Department / General Aviation Operations Certification and Inspection Division
51	Flight Operations Safety Inspector I	0667, 0668, 0669	12.1	81588	Bachelor's degree	80 hours of relevant training	1 year functionally related experience	Airline Transport Pilot License (MC No.11 s,1996 - Cat. IV)	N/A	Flight Standards Inspectorate Service / Flight Operations Department / General Aviation Operations Certification and Inspection Division
52	Flight Operations Control Safety Inspector I	0679	11.4	75411	Bachelor's degree	40 hours of relevant training	1 year functionally related experience	Career Service (Professional) Eligibility or Commercial Pilot License (MC No.11 s,1996 - Cat. IV) or Flight Operations Officer License	N/A	Flight Standards Inspectorate Service / Flight Operations Department / Flight Operations Control Safety Inspection Division

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53	Dangerous Goods Safety Inspector I	0685	11.3	66551	Bachelor's degree	40 hours of relevant training	1 year functionally related experience	Career Service (Professional) Eligibility	N/A	Flight Standards Inspectorate Service / Flight Operations Department / Flight Operations Control Safety Inspection Division
54	Air Traffic Controller Examiner II	0691	12.1	81588	Bachelor's degree	80 hours of relevant training	2 years relevant experience	Air Traffic Controller's License / Aeronautical Station Operator License	N/A	Flight Standards Inspectorate Service / Airmen Examination Board
55	Administrative Assistant I	0696	5.4	20114	Completion of two years studies in college	None required	None required	Career Service (Subprofessional) First Level Eligibility	N/A	Flight Standards Inspectorate Service / Airmen Examination Board
56	Dentist II	0707	10.3	45127	Doctor of Dental Medicine or Dental Surgery	4 hours of relevant training	1 year of relevant experience	RA 1080	N/A	Flight Standards Inspectorate Service / Office of the Flight Surgeon
57	Executive Assistant I	2200	9.2	36464	Bachelor's degree	4 hours of training	1 year of experience	Career Service (Professional) Second Level Eligibility	N/A	Aerodrome Development and Management Service
58	Draftsman II	2212	6	20762	Completion of two years studies in college	4 hours of relevant training	1 year of relevant experience	Career Service (Subprofessional) First Level Eligibility	N/A	Aerodrome Development and Management Service / Aerodrome Engineering Department / Planning and Programming Division

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59	Aerodrome Engineer II	2226	11.3	66551	Bachelor's degree in Engineering (Civil/ Geodetic/ Electrical/ Mechanical) or BS in Architecture	40 hours of training in Airport Engineering, Management and other trainings related to civil aviation conducted by International Civil Aviation Organization (ICAO), Civil Aviation Training Center (CATC) of the Philippines	4 years experience in Aerodrome planning, construction, development, maintenance and operations, 3 years of which involves Aerodrome maintenance and operations	Appropriate RA 1080	N/A	Aerodrome Development and Management Service / Aerodrome Engineering Department / Infrastructure Development and Design Division
60	Senior Aerodrome Engineer	2235	12.1	81588	Bachelor's degree in Engineering (Civil/ Geodetic/ Electrical/ Mechanical) or BS in Architecture	60 hours of training in Airport Engineering, Management and other trainings related to civil aviation conducted by International Civil Aviation Organization (ICAO), Civil Aviation Training Center (CATC) of the Philippines/ other foreign countries and other agencies/ organizations	6 years experience in Aerodrome planning, construction, development, maintenance and operations, 5 years of which involves Aerodrome maintenance and operations	Appropriate RA 1080	N/A	Aerodrome Development and Management Service / Aerodrome Engineering Department / Project Management Division

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61	Senior Aerodrome Engineer 2246	12.1	81588	Bachelor's degree in Engineering (Civil/ Geodetic/ Electrical/ Mechanical) or BS in Architecture	aviation conducted by International Civil Aviation Organization (ICAO), Civil Aviation Training Center (CATC)	6 years experience in Aerodrome planning, construction, development, maintenance and operations, 5 years of which involves Aerodrome maintenance and operations	Appropriate RA 1080	N/A	Aerodrome Development and Management Service / Aerodrome Operation Department / Repair and Maintenance Division	
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Interested and qualified applicants should signify their interest in writing. Attach the following documents to the application letter and send to the address below not later than February 7, 2025.

- 1. Fully accomplished Personal Data Sheet (PDS) with recent passport-sized picture (CS Form No. 212, Revised 2017) which can be downloaded at www.csc.gov.ph;
- 2. Performance rating in the last rating period (if applicable);
- 3. Photocopy of certificate of eligibility/rating/license; and
- 4. Photocopy of Transcript of Records.

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5. Or any additional documents that may be required by the Human Resource Management Division.

QUALIFIED APPLICANTS are advised to hand in or send through courier/email their application to:

JULIET ANGELICA H. BOISER Division Chief III, Human Resource Management Division Old MIA Road, Passay City

Old MIA Road, Pasay City careers@caap.gov.ph

APPLICATIONS WITH INCOMPLETE DOCUMENTS SHALL NOT BE ENTERTAINED.

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